

**LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE MINUTES**  
**1<sup>st</sup> Floor Conference Room, Oneida County Courthouse**  
**August 22, 2018**

**LRES COMMITTEE MEMBERS PRESENT:** Ted Cushing/Chairman, Dave Hintz, Scott Holewinski, Sonny Paszak

**LRES COMMITTEE MEMBERS ABSENT:** Billy Fried (excused)

**ALSO PRESENT:** Lisa Charbarneau, Jenni Lueneburg (Labor Relations/Employee Services); Darcy Smith (Finance); Joel Gottsacker (Department on Aging); Mary Rideout (Social Services); Mike Romportl (Land Information)

**CALL TO ORDER AND CHAIRMAN'S ANNOUNCEMENTS**

Chairman Cushing called the LRES Committee to order at 9:00 a.m. in the First Floor Conference Room of the Oneida County Courthouse. The meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AMENDED AGENDA**

Motion by Paszak to approve the amended agenda. Second by Holewinski. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Holewinski to approve the minutes as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

**VOUCHERS, REPORTS AND BILLS**

Charbarneau provided a brief summary of the vouchers and bills presented to the Committee for review. Motion by Hintz to approve the vouchers and bills as presented. Second by Paszak. All members present voting 'Aye'. Motion carried.

**LAND INFO. AIDE VACANCY REVIEW APPEAL & AUTHORITY TO HIRE UP TO STEP 3**

Charbarneau reports that the Land Information Aide has now accepted a position in the Planning & Zoning office, effective next week. Romportl wants to fill the vacancy as soon as possible and requests a waiver of the vacancy review process. Brief discussion held on position duties. Motion by Hintz to approve filling the Land Information vacancy. Second by Paszak. Cushing confirmed that the Committee of Jurisdiction has already approved waiving the waiting period and filling the position immediately. Charbarneau notes that a previous applicant will be interviewed and considered first before posting the position. All Committee members present voting 'Aye'. Motion carried.

Based on the approved motion, Romportl requests the ability to make a job offer for the position up to Step 3. Romportl notes that the person they are interviewing and considering for the position may not accept the job based on the Step 1 wage. Romportl discussed the need to fill this position with a qualified individual in order to encourage a succession plan and fill the office with skilled employees. Hintz asked Romportl if there is a possibility of the considered candidate to move up in the office; Romportl feels it is a possibility. Romportl notes that since this is the lowest paid position in the office, he wants to provide a better wage in order to recruit the best candidate possible. Motion by Paszak to approve up to Step 3. Second by Hintz. All Committee members present voting 'Aye'. Motion carried.

### **ECONOMIC SUPPORT SPECIALIST VACANCY REVIEW APPEAL**

Rideout reports that she has an Economic Support Specialist vacancy due to the position filling another vacancy in her office. Rideout discussed the duties and structure of the Economic Support department and feels that this position is still very much needed. Rideout reports that the majority of the funding for the position is mostly non-tax levy, and Rideout plans to fill the position at Step 1. Discussion held on the qualifications and training needed for the position, along with the required two-year agreement. Motion by Holewinski to approve the Economic Support Specialist position as presented with the vacancy review appeal pending Committee of Jurisdiction approval. Second by Paszak. Further discussion held. All Committee members present voting 'Aye'. Motion carried.

### **MECHANIC/EQUIPMENT OPERATOR VACANCY REVIEW/APPEAL**

Charbarneau discussed the request to waive the vacancy review waiting period and fill the vacated Mechanic/Equipment Operator position at the Highway Department. Charbarneau notes that the request has already been approved by the Committee of Jurisdiction and feels it is very important that this position gets filled before the snow plow season begins. Brief discussion. Motion by Paszak to approve the vacancy review appeal. Second by Hintz. All members present voting 'Aye'. Motion carried. Brief discussion on the recruitment process.

### **UW-EX PROGRAM ASSISTANT INCREASE FROM 80% TO 100% FOR 2019 BUDGET**

Charbarneau states that UW-Extension is requesting to increase their 80% Program Assistant position to full-time, and to update the position's job duties to department lead. This request is based on the state's restructuring of UW-Extension, and the Regional Manager, Steve Nelson's opinion that additional coverage and management is needed for the Oneida County office. Discussion held by the Committee on the previous request to change positions, which was denied. Charbarneau feels that time management has been difficult for the department since the restructuring and voiced concerns about the department restructuring positions based on employees' needs rather than the county's needs. The Committee discussed and agreed that UW-Extension needs to first conduct a work study of the Oneida County office to determine duties and needs. Holewinski provided further discussion, emphasizing the importance of conducting a work study before any further decisions are made. Motion by Holewinski to deny the request at this time and request a work/needs study be conducted first to justify the request. Second by Cushing. All Committee members present voting 'Aye'. Motion carried.

### **CLOSED SESSION**

Motion by Holewinski, second by Paszak to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee (Topic: Dining Site Manager compensation, minutes from the 6/25/18, 7/26/18 and 8/8/18 meetings, District Attorney Administrative Support compensation); and Section 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business whenever competitive or bargaining reasons require a closed session. (Topic: Minutes from the 7/26/18 and 8/8/18 meetings, and Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges which, if discussed in public, would likely have a substantial adverse effect on the reputations of the person referred to in such data. (Topic: minutes of 6/25/18 meeting)

Cushing notes that the Deputy Association Contract topic listed on the agenda under Closed Session will not be discussed.

### **CLOSED SESSION (continued)**

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 9:24 a.m.

Staff present in closed session: Charbarneau, Lueneburg, Smith,

### **RETURN TO OPEN SESSION**

Motion by Cushing to return to open session. Second by Hintz. Roll call vote taken with all voting in the affirmative. Motion carried. Committee returned to open session at 9:29 a.m.

Based on closed session discussion, motion by Holewinski to approve Step 3 (as starting wage) for the LTE Dining Site Manager and approve Step 3 (as starting wage) for the District Attorney Administrative Support. Second by Cushing. Roll call vote taken with all voting in the affirmative. Motion carried.

### **CARLSON DETTMANN PROPOSAL**

Charbarneau provided several options for the proposed wage study from Carlson Dettmann. Brief discussion held. Due to the large amount of information provided, the Committee agrees to move the topic to a future meeting to give the Committee time to review the material provided. Discussion held on funding the wage study, with the proposed idea of departments paying for positions they want included in the wage study. No actions taken and topic moved to future meeting.

### **2019 LRES BUDGET**

Charbarneau provided the proposed 2019 LRES budget to the Committee for review. Charbarneau provided a summary of the various changes and notes a zero percent increase. Charbarneau discussed increasing membership fees and central purchasing in order to cover increased costs in these lines, and reducing the legal expense line to offset the increased expense lines. Smith noted that any legal expenses that exceeded the LRES budget could be taken from the contingency fund. Brief discussion held on wage costs and PTO payout expenses. Motion by Cushing to approve the Labor Relations budget as submitted and forward it to the Administration Committee for their consideration in October. Second by Paszak. Further discussion held. Charbarneau discussed several ideas for 2019 including possible health insurance consortiums and Committee use of electronic devices in order to reduce health insurance and printing costs. Charbarneau would also like to look into using Worker's Compensation premium savings for staff training. Discussion held on efficiency study suggestions, the budget process, and liability issues faced by other counties that Oneida County should seek employee training on to avoid the liability.

Discussion held on LRES staffing levels and the shift of the LRES workload from union based duties to implementing and maintaining policies and procedures that needed to be created when unions were ended. Charbarneau also discussed the increased recruitment duties of the office and the difficulties of finding and keeping good employees. Further discussion held on LRES budget and where various duties fell on the efficiency study. Holewinski voiced concerns on LRES staff time used to assist other Committees with documentation of minutes. Hintz discussed Exempt work hours. All Committee members present voting 'Aye' on motion. Motion carried. Charbarneau will use the Committee suggestions to update the budget and forward the budget on to the Administration Committee.

**FUTURE MEETING DATES**

September 5, 2018 at 9:00 a.m.  
September 20, 2018 at 1:00 p.m.  
October 10, 2018 at 9:00 a.m.  
October 24, 2018 at 9:00 a.m.

**FUTURE AGENDA TOPICS**

2019 employee benefits  
Highway and Solid Waste reorganization  
Carlson Dettmann wage study proposal  
Exempt PTO definition


**PUBLIC COMMENTS**

None

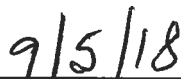
**ADJOURNMENT**

Motion by Cushing to adjourn meeting. Second by Hintz. All members present voting 'Aye'. Motion carried. Meeting adjourned at 10:19 a.m.

  
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Ted Cushing, Chairman

  
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Date

  
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Jennifer Lueneburg, Committee Secretary

  
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Date